


The SF182 Approval Process

The SF182 electronic approval process begins after a user submits a request for external training. In order to accommodate a six level universal (department wide) process, all agencies have been given a six level approval process. For those agencies that do not have a six level process, the approval is automatically forwarded through the extra "blank" approval levels by the auto approval process (TAP). This "auto-approver" is like a system robot that checks the queue every few minutes, looking for a request that has been submitted by a supervisor. When it sees that request, it automatically sends the request through each approval level (Step) that does not have an associated person named.

ARS' process consists of three steps of approvals, steps 1, 2, and 6. The auto-approver will automatically move the document through steps 3, 4, and 5. Please follow the steps below for the approval process.

Step	Activity	View														
1.	The user at this point has already logged into alearn and filled out the SF-182 Request with the training information.	<div>1. Select the Learning tab</div> <div>2. Select SF-182 Request</div> <div>3. Select New Request</div> <div>4. Complete the form</div>														
2.	The user completes an SF-182 requests and clicks Submit .	<div></div>														
3.	<p>The approval submission screen alerts the user that the request will require a six step, approval process.</p> <p>Step 1 will be the user's supervisor.</p> <p>Step 2 will be "Approver 1" – this is the person who approves expenditures.</p> <p>Step 3-5 will be "Auto-approvers" – the system will automatically move through these steps.</p> <p>Step 6 is the person to review the form for accuracy, add accounting, billing info, and print the form before submission.</p>	<div>Approval Submission</div> <div>Submit for Approval</div> <div>← Back</div> <div>The item/request selected requires approval using the steps listed below.</div> <div>Any steps that do not have a user listed must have a name filled in before the request can be submitted.</div> <table><tr><th>Approval Step</th><th>Approvers</th></tr><tr><td>Step 1</td><td>Supervisor Level 1 (Show All)</td></tr><tr><td>Step 2</td><td>Select User for Approver</td></tr><tr><td>Step 3</td><td>Approver 2</td></tr><tr><td>Step 4</td><td>Approver 3</td></tr><tr><td>Step 5</td><td>Approver 4</td></tr><tr><td>Step 6</td><td>Select User for Approver</td></tr></table>	Approval Step	Approvers	Step 1	Supervisor Level 1 (Show All)	Step 2	Select User for Approver	Step 3	Approver 2	Step 4	Approver 3	Step 5	Approver 4	Step 6	Select User for Approver
Approval Step	Approvers															
Step 1	Supervisor Level 1 (Show All)															
Step 2	Select User for Approver															
Step 3	Approver 2															
Step 4	Approver 3															
Step 5	Approver 4															
Step 6	Select User for Approver															

The SF182 Approval Process

4. **Step 1** – the supervisor's name should already be populated from the user's personal profile. Click the "show all" to show the supervisor name. If this process has not been followed, the user may conduct a search, however, the supervisor's name should be populated via the personal profile.

Approval Step	Approvers
Step 1	Supervisor Level 1 (Show All)
Step 2	Select User for Approver
Step 3	Approver 2
Step 4	Approver 3
Step 5	Approver 4
Step 6	Select User for Approver

Step 2 & 5 – choose the "Select User for Approver" link to search for and add the name of the **Step 2 approver (Fund Holder)** and the **Step 6 approver**.

Add Peer Approvers

Submit for Approval – Search for Users

Search for Users to Add

User ID: Contains

Last Name: Contains McCall

First Name: Contains Monty

Middle Initial: Contains

Job Position: Contains

Email: Contains

5. The user clicks **Submit** to confirm the submitted request.



6. A confirmation of a successful request submission is displayed, with instructions of how to check the approval status as it moves through the approval status.
- Note:** At this point, the request begins to move through the approval process. The user can periodically check the status of the request by clicking **SF-182 Requests** on the Learning Menu.

Request, Authorization, Agreement & Certification of Training

External Learning Request Form

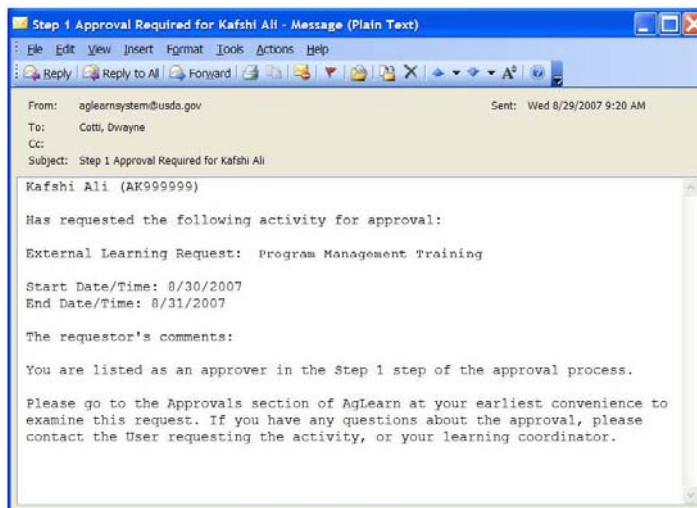
Your External Learning Course Request is Successfully submitted to the specified approvers for the approval. Please check the external learning request list for the approval status.
Course Title: Program Management 101

7. The supervisor receives an email alerting her/him that a Step 1 Approval is required for a subordinate.

Inbox			
	From	Subject	Received
Date: Today			
	aglearnsystem@usda.gov	Step 1 Approval Required for Kafshi Ali	Wed 8/29/2007 9:22 AM
	Kafshi, Ali	RE: Auto approver and SF 182 requests from the past	Wed 8/29/2007 9:21 AM
	Kafshi, Ali	RE: Auto approver and SF 182 requests from the past	Wed 8/29/2007 9:20 AM
	Gray, Stanley	Fw: Auto approver and SF 182 requests from the past	Wed 8/29/2007 9:09 AM

The SF182 Approval Process

8. The email instructs the supervisor to login to AgLearn and go to the Approvals section to examine the training request.



9. The supervisor Logs into AgLearn and notices an alert stating that user training approvals are waiting for action. The supervisor clicks on the red alert phrase **"You have User training approvals"** to reach the first approval screen.

Alerts

You have User training approvals

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10. The supervisor (Step 1 approver) clicks the **Approve** button.
Note: The supervisor can Deny or skip the request as well. Our documentation follows only the process for approval.

No items were found using this search criteria.

External Training (1)				
<input checked="" type="checkbox"/> Enter Reasons for Approvals or Denials				
User Name	Title	Price (\$)	Type	Action [Approve All] [Deny All]
* Kafshi, Ali A	Program Management Training	0.00	EXTERNAL LEARNING REQUEST	Approve Deny Skip

11. The supervisor clicks **Next** to move on to the next screen.



12. If the supervisor chooses, an approval reason can be entered before clicking **Next**, otherwise, this field is optional.

Previous Next

Approval Reason (optional)

13. The supervisor reviews the information, and then clicks **Confirm** to finalize the Step 1 approval.

Previous Confirm

Price (\$)

0.00

The SF182 Approval Process

14. A confirmation message displays, indicating that the approval step is complete and that email notifications are being sent to all affected users.

Pending Reviews and Approvals

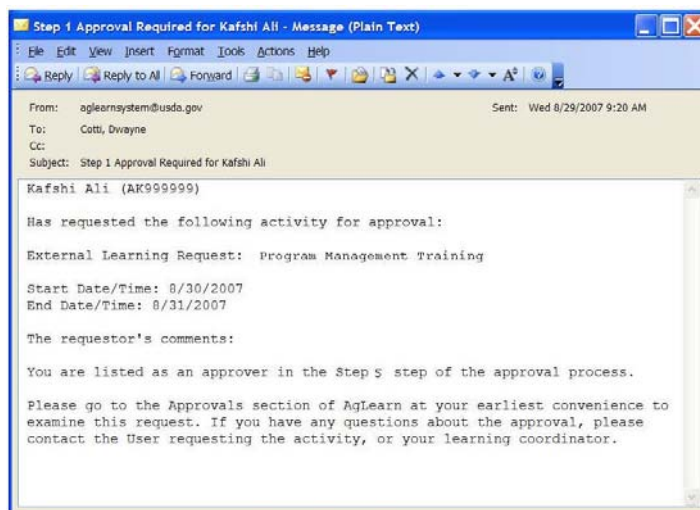
Approve or Deny → Approval Reasons → Denial Reasons → Confirm → Success

Success
You have successfully completed the employee approval and denial process. E-mail notifications have been sent to all affected users.

15. The the Step 2 approver, receives an email indicating that a Step 2 approval is required.

Inbox			
	From	Subject	Received
Date: Today			
	aglearnsystem@usda.gov	Step 5 Approval Required for Kafshi Ali	Wed 8/29/2007 9:29 AM
	@ Kafshi, Ali	RE: Auto approver and SF 182 requests from the past	Wed 8/29/2007 9:21 AM
	Kafshi, Ali	RE: Auto approver and SF 182 requests from the past	Wed 8/29/2007 9:20 AM
	Gray, Stanley	Fw: Auto approver and SF 182 requests from the past	Wed 8/29/2007 9:09 AM

16. The email instructs the Step 2 approver to login to AgLearn and go to the Approvals section to examine the training request.



17. The Step 2 approver Logs into AgLearn and notices an alert stating that user training approvals are waiting for action. The approver clicks on the red alert phrase **“You have User training approvals”** to reach the first approval screen.

Alerts

You have User training approvals»

Catalog

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18. The Step 2 approver clicks the **Approve** button.
Note: The Step 2 approver can Deny or skip the request as well. Our documentation follows only the process for approval.

No items were found using this search criteria.

External Training (1)					
Enter Reasons for Approvals or Denials					
All Direct Reports Only					
User Name	Title	Price (\$)	Type	Action (Approve All/ Deny All)	
* Kafshi, Ali A	Program Management Training	0.00	EXTERNAL LEARNING REQUEST	Approve	Deny Skip

19. The Step 2 approver clicks **Next** to move on to the next screen.



The SF182 Approval Process

20. If the Step 2 approver chooses, an approval reason can be entered before clicking **Next**. (Optional)

The screenshot shows a web form with a dark blue header bar containing 'Previous' and 'Next' buttons. Below the header is a large text area labeled 'Approval Reason (optional)'. A mouse cursor is pointing at the 'Next' button.

21. The Step 2 approver reviews the information, and then clicks **Confirm** to finalize the Step 5 approval.

The screenshot shows a web form with a dark blue header bar containing 'Previous' and 'Confirm' buttons. Below the header is a table with a single row labeled 'Price (\$)' and a value of '0.00'. A mouse cursor is pointing at the 'Confirm' button.

22. A confirmation message displays, indicating that the approval step is complete and that email notifications are being sent to all affected users.

Note: At this point, the request now moves to the Step 6, Final approver.

The screenshot shows a confirmation message titled 'Pending Reviews and Approvals'. It includes a breadcrumb trail: 'Approve or Deny → Approval Reasons → Denial Reasons → Confirm → Success'. Below the trail is a 'Start Over' button. The message states: 'Success. You have successfully completed the employee approval and denial process. E-mail notifications have been sent to all affected Users.'

23. The SF182 request now moves through Step 3, Step 4 and Step 5 of the approval process. Because no names are associated with these levels, the request is forwarded on by an auto approver.



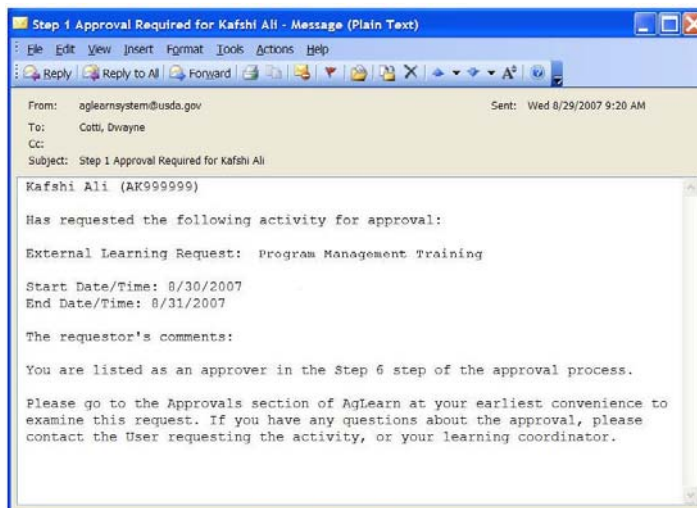
24. The the Step 6 approver, receives an email indicating that an approval is required.

The screenshot shows an email inbox with the following messages:

From	Subject	Received	Size
aglearnsystem@usda.gov	Step 6 Approval Required for Kafshi All	Wed 8/29/2007 12:52 PM	985 B
Gray, Stanley	Canceled: Vertex Bi-weekly Status Meeting	Wed 8/29/2007 9:46 AM	1 KB
@smorow@vertexsolutions.com	Assessment Survey	Wed 8/29/2007 10:18 AM	283 KB

The SF182 Approval Process

25. The email instructs the Step 6 approver to login to AgLearn and go to the Approvals section to examine the training request.



26. The Step 6 approver logs into AgLearn and notices an alert stating that user training approvals are waiting for action. The approver clicks on the red alert phrase **"You have User training approvals"** to reach the first approval screen.

Alerts

You have User training approvals»

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27. The Step 6 approver clicks on the title of the form to review the form for accuracy, add accounting, billing info, etc., and makes changes as needed, then clicks the **Approve** button as shown in the display.

No items were found using this search criteria.

External Training (1)				
<input checked="" type="checkbox"/> Enter Reasons for Approvals or Denials				
User Name	Title	Price (\$)	Type	Action (Approve All Deny All)
* Kafshi, Ali A	Program Management Training	0.00	EXTERNAL LEARNING REQUEST	Approve <input type="radio"/> Deny <input type="radio"/> Skip <input type="radio"/>

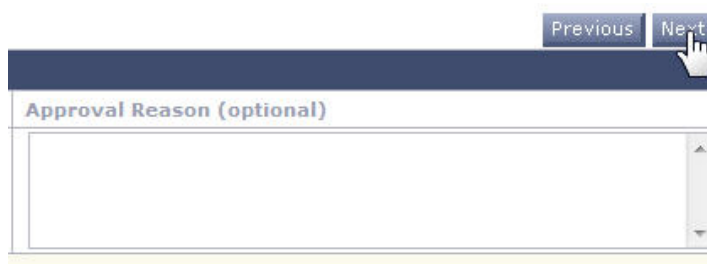
Note: For instructions on information to be entered on the SF-182 (e.g. doc #, billing address), please go to <http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF> to receive these instructions.

28. The Step 6 approver clicks **Next** to move on to the next screen.



The SF182 Approval Process

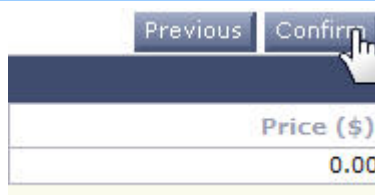
29. If the Step 6 chooses, an approval reason can be entered before clicking **Next**. (Optional)



Previous Next

Approval Reason (optional)

30. The Step 6 approver reviews the information, and then clicks Confirm to finalize the Step 6 approval.

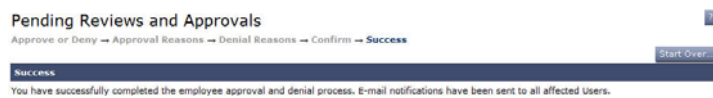


Previous Confirm

Price (\$)
0.00

31. A confirmation message displays, indicating that the approval step is complete and that email notifications are being sent to all affected users.

Note: At this point, the request is now approved. No further action need be taken until the verification procedure after training has taken place.



Pending Reviews and Approvals

Approve or Deny → Approval Reasons → Denial Reasons → Confirm → **Success**

Success

You have successfully completed the employee approval and denial process. E-mail notifications have been sent to all affected Users.

Start Over...